

# Role Description

## Committee Member



### Description:

Committee Members: attend committee meetings; discuss proposals made by the trustees and the officers; consult on day-to-day issues as they arise. Committee Members should also be prepared to act on judging panels for the Society's prizes.

According to the Society constitution the committee shall also contain not more than eight ordinary members without portfolio, elected by the AGM, who shall each be eligible for election by subsequent AGMs to further annual terms for up to five years. In the event of vacancies arising between AGMs the committee shall have the power to co-opt members to fill these positions temporarily for the period up to the subsequent AGM.

### Principal responsibilities:

- To attend committee meetings and AGMs. The committee normally meets in late June/early July at the Annual Conference, and in January at the Annual Douglas Johnson Memorial Lecture in French History (normally held in London).
  - Expenses for travel can be reclaimed for attending committee meetings. Please use the expenses form on the Society website.  
<http://frenchhistorysociety.co.uk/Forms.htm>
- To discuss proposals at committee meetings
  - Papers will be circulated in advance of meetings, and committee members are expected to scrutinise the reports of officers
- To offer suggestions for new activities (where appropriate)
  - Suggestions for new activities will be discussed at committee meetings, and should be tabled as an item for discussion in advance by contacting the Society Secretary.
- To be prepared to serve on judging panels for the Society's various prizes
  - In these requests regard shall be had to broad representation of the various chronological periods of French history.
  - A full list of the prizes currently offered is available on the Society website.  
<http://frenchhistorysociety.co.uk/prizes.htm>
- To consider standing for one of the standing offices in the Society when there is a vacancy
  - A full list of current officers is available on the Society website.  
<http://frenchhistorysociety.co.uk/people.htm>

Andrew W M Smith (Secretary), July 2018